

FIRE CHIEF

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, prepares a departmental operating budget, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the West Feliciana Parish FPD #1 Fire Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations. Reviews department structure and operations and decides if new programs or policies are needed. Testifies on proposed legislation before legislative committees. Monitors any local conditions which may create situations the department may be called upon to handle.

Develops a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Develops grievance and resolution procedures to deal with personnel problems and complaints.

Develops a risk management program and monitors the results by investigation all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Establishes and maintains a system of line inspections to exercise control through the processes of observation and review by supervisory personnel.

The Chief reviews the records of expenses, disbursements, and related financial transactions of the department accounts in order to insure accurate fiscal records. Authorizes the expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Prepares in conjunction with departmental operating budget.

Supervises a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Personally completes any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department.

Promotes a positive image of the department in the daily performance of duties by interaction with the public, and federal, state, and local agencies. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Attends any required meetings to give reports, offer advice, make recommendations, give speeches, and keep informed on local trends that may affect the fire service. Acts as department representative to the news media, by writing public service announcements, news releases, newspaper articles, or releasing information and answering questions concerning the work of the department.

Develops a public education program to meet identified community needs by determining programs objectives and structuring the program to satisfy these needs. Writes speeches and structures demonstrations on fire prevention or related topics to be given to schools, clubs, or civic groups.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is

properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Maintains an inventory of supplies and equipment for the department. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations.

Directs a fire prevention program, including fire inspections and pre-fire planning in order to reduce the incidence of fire and to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the State of Louisiana. And must be a resident of West Feliciana Parish within six months of hire and remain a resident during employment.

Before appointment, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the required duties of the position.

Must have obtained certification as Fire Officer I, as defined by N.F.P.A. 1021, Standard for Fire Officer Professional Qualifications.

Must have obtained certification as Hazardous Materials Operational Level.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least nine (9) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.